Annex 2. Invoicing Instruction

INVOICING INSTRUCTION :

GIZ standard payment term is WITHIN 30 DAYS after presentation of the following documents (COMPLETE CONDITION):

1. **Original Invoice by indicating :**
   - Invoice shall be printed in the company letterhead with complete address
   - GIZ Purchase Order ref no.
   - Project processing number/Cost centre (please see the Purchase Order)
   - Contract Remuneration/Amount (excl. VAT)
   - Detail of Bank Account
   - Details banking information of which the payment is requested to be transfered.

     ONLY in **IDR** currency and Bank in Indonesia. According to the Regulation of Bank Indonesia No. 173/PBI/2015 on the Mandatory Use of Rupiah within Indonesia Territory.
2. **Original Tax Form, with the following information :**

Please be informed that the format of the Invoice and Tax Invoice (Faktur Pajak) shall be use the following format:

- Tax Invoice Code: **080.xxx-xx.xxxxxxxx**
- Nama Pembeli Barang Kena Pajak/Penerima Jasa Kena Pajak :
  Nama : Kerjasama Teknik Jerman – Republik Indonesia
  Alamat : Menara BCA, Lantai 46, Jl. M.H. Thamrin No. 1 Jakarta 10310
  NPWP : 00.000.000.0-000.000

NOTES:

- All prices/rates quoted must be exclusive of all taxes. Since the GIZ, including its subsidiary organs, is exempt from taxes.
- GIZ shall process the VAT with tax exemption to BADORA. The process of tax exemption shall take 2 - 3 months.
- Please mentioned the Purchase Order Number in the Tax Invoice (Faktur Pajak) and the project name.
- The date of the tax invoice and the invoice should be the same.
- Please provide 2 copies of invoice (1 Original for payment) and (1 copy for the tax exemption process)
- Please be advised that GIZ does not have a tax number, since GIZ (Kerjasama Teknik Jerman - RI) is registered as an International Agency (BUT) – non-taxable company (non - PKP). According to the PMK No. 215/PMK 03/2008 and KMK No. 17/KMK 010/Year 2021.

3. **Copy of Purchase Order**
4. **Related correspondence (apply for delay delivery)**
5. **The schedule for submission of invoice :**

   When: Monday to Friday/ Time : 08.00 a.m up to 03.00 p.m.

   Attention to: Invoice Verification Unit

   Where : GIZ Office Indonesia

   Menara BCA, 46th Floor

   Jl. M.H. Thamrin No. 1

   Jakarta Pusat 10310 Indonesia

   Note: Please also send the Invoice, Delivery Order, Tax Invoice, Purchase Order via email to GIZ.
6. **As described above, Payment will only be made after receiving complete documents as indicated above.**

I have read the Invoicing Instruction from the Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH.

Supplier Signature	**Printed Name**	**Date**